

NEO Additional Benefits Checklist

Instruction Sheet

Optional Group Life Insurance: - Minnesota Life

Optional group life insurance is coverage beyond your regular death benefit. You pay the cost of this coverage. Many employers offer optional group life insurance, including the State of Kansas. You will need to complete the paperwork that is given to you during your meeting with your HR Representative during the first 3 days of employment. If you have questions regarding this insurance coverage you should contact:

Minnesota Life Branch Office

719 SW Van Buren, Suite 200
Topeka, KS 66603

In Topeka : (785) 354-0783
Toll Free: (877) 215-1476
Fax: (785) 354-0784
E-Mail: topekabranchoffice@securian.com

[Visit Minnesota Life's web site](#)

Deferred Compensation:

If you are a State employee, there are two ways you can enroll in the Plan which are described below. Employees of local governments that have adopted the State Plan enroll by meeting with a local representative (option 1 below).

1. Meet with your ING local representative. You will complete a Participation Agreement to specify your deferral amount and designate a beneficiary. You will also fill out an Enrollment Form to select your investments.
2. Enroll through the [Internet](#). Online enrollment is an easy and entirely paperless process.

ING Financial Partners, Inc.
212 SW 8th St. Ste. 100
Topeka, Ks. 66603
(785) 296-7095

Learning Quest:

Kansas offers three 529 plans: Learning Quest and Learning Quest Advisor are managed by American Century Investments and the Schwab 529 Plan is managed by American Century Investments and distributed by Charles Schwab & Co., Inc. Each offers education savings accounts to help you pay higher education expenses for individuals that you designate or for yourself. The program also provides tax advantages under both Kansas and federal law. [Visit their website.](#)

Group Long Term Care Insurance:

Current Benefits Eligible Employees: Benefits eligible employees, their spouses and other eligible family members will still be able to apply for coverage under the program at any time, however, a Full Underwriting will be required for

enrollment. With Full Underwriting, you will need to complete a Long Form application which includes a full medical questionnaire, to be approved for coverage.

New Hire Employees: the only exceptions to the Full Underwriting process are New Hire employees and their spouses. Once the employee becomes benefits eligible, they will have 30 days to apply for coverage with requirements.

Visit the [Website](#) for more information.